

Who will make my inspection?

Inspections are generally made according to trade so that an electrical inspection is done by an electrical inspector and a plumbing inspection by a plumbing inspector, and so on.

City of Norman Building Inspectors:

- Lonnie Gross, Building/Concrete... 366-5382
- Greg Clark, Building/Concrete..... 366-5346
- Kevin Potts, Electrical..... 366-5336
- Kenny Chapman, Electrical..... 366-5337
- Larry Durham, Plumbing/HVAC... 366-5331
- Denis Mantooth, Plumbing/HVAC . 366-5345
- Mike Hale, Plumbing/HVAC..... 366-5356

City of Norman Public Works Inspectors:

- Miles Cotten, Const. Inspector..... 473-0577

The inspectors can usually be reached by phone between 8:00 and 9:00 a.m. each day. Otherwise, please leave a voice message on their phone, and they will return your call as soon as possible.

Can I arrange a specific time?

Yes. A specific time can be arranged with the inspector. To arrange a time, please contact the inspector directly, or leave a message for the inspector to call you to set up a time using the messaging feature on the IVR. This must be done at least a day prior to the requested inspection date. In addition to making arrangements directly with the inspector, be sure to schedule the inspection on the IVR. Without an inspection request, the inspector will not make the inspection.

Can I meet with an Inspector?

Yes, to meet with an inspector, call the inspector on their office phone number (listed on this brochure) to make arrangements. You can also leave a message for the inspector using the messaging feature on the IVR. If the meeting results in an extra trip for the inspector, a \$25.00 trip fee will be charged.

Will the Permit Counter contact an Inspector for me?

No, the Permit Counter cannot contact an inspector for you. If you wish to contact an inspector, you must call the inspector directly. However, if you have an emergency where the public's health, safety or welfare is at risk, the Permit Counter will attempt to locate an inspector for you, call the Permit Counter at (405) 366-5339 and give them the details.

When will I get my results?

Inspection results are usually available through the IVR on the same day the inspection is made. If you need them sooner, they are posted at the job site.

Inspection Result Codes:

Approved = AP
Approved with Exception = AE
Cancelled = CA
Disapproved = DA
Disapproved with Penalty = DP

(Inspections resulted as DP-Disapproved with Penalty result in a \$25.00 re-inspect fee)



City of Norman

IVR information for Automated Inspections

(405) 366-5333

Building Permits & Inspections	(405) 366-5333 - IVR
201 W Gray Bldg. A	(405) 366-5445 - FAX
Norman, OK 73069	(405) 366-5339 - VOICE

What is the IVR ?

(Interactive Voice Response)

The IVR (Interactive Voice Response) is an automated phone system that allows you to request inspections, get inspection results, find out what inspections have already been requested, and cancel inspections (as long as you cancel before the work order is printed.)

When is it available?

The IVR is available from 2:00 a.m. to 11:00 p.m., seven days a week, 365 days a year. However, it may be off on an occasional weekend or holiday for maintenance.

When will I get my inspection?

Inspection requests called in before 8:15 a.m. are typically done on the same day, if possible. All inspections called after 8:15 a.m. will generally be done on the next business day, if the workload allows.

How does the IVR work?

Simply dial (405) 366-5333 and follow the voice directions. Steps for requesting an inspection are included below:

Step 1: Dial (405) 366-5333. *The system will advise you to...*

Step 2: Press 1 to schedule an inspection. *Then...*

Step 3: Enter *Phone Access Code* shown on the permit, followed by the pound (#) sign. *The system will say "The site address is (permitted address)", then advise you to...*

Step 4: Enter the inspection type code. If you do not know the inspection type code, you may press the star (*) key for a list. *Next...*

Step 5: To schedule the inspection for the first available day, press 1; second available day, 2; third available day, 3; fourth available day, 4; fifth available day, 5. *Then you will be advised that...*

Step 6: Although we cannot guarantee the time of inspection, you may indicate when the work will be complete. If the work will be ready for inspection by 8:00 a.m. the day of the requested inspection, press 1. If the work will be ready for inspection after noon on the day of the requested inspection, press 2. **This does not ensure a morning OR afternoon inspection.**

Step 7: To leave a message for the inspector, press 1. To proceed without leaving a message, press 2. *You cannot leave a message to set a specific time, but you can leave a message asking the inspector to call you to set up a time. The system will then...*

Step 8: Recap the date, type and address of your inspection request, and give you the following choices: To hear your confirmation number and hang up, press 1. To schedule another inspection on this permit, press 2. To schedule an inspection on a different permit, press 3. To return to the main menu, press 4. *To ensure your inspection request is accepted, you must wait for the confirmation #.*

Inspection Types and Codes:

BUILDING			
Inspection Type	Code	Inspection Type	Code
Footing	210	Frame	250
Slab	220	Fire Resist Const	245
Post Tension/Mono	209	Wall Insulation	255
Fireplace	240	Fire Dmg Assmnt	257
Exterior Sheathing	247	Attic Insulation	270
On-Site Consultation	299	Building Final	275
Manf Home footing	810	Partial Frame	251
Manf Home final	875	Tree Inspection	285
		Other	295

ELECTRICAL			
Inspection Type	Code	Inspection Type	Code
Construction Pole	310	Rough In/Perm	345
Wall Conduit	320	Rough In	350
Ceiling Conduit	325	Permanent Service	355
Slab/Underground Conduit	330	Meter Rehang	380
On-Site Consultation	399	Service Change	390
Other	395	Electrical Bonding	510
		Electrical Final	375

MECHANICAL			
Inspection Type	Code	Inspection Type	Code
Duct Under Slab	610	Fire Dampers	692
Duct OH & Furnace	650	Refrigeration	690
Furnace	660	Comm Vent Hood	691
Temp Heat	665	Duct OH Complete	651
Change Out	680	Duct OH Partial	655
On-Site Consultation	699	Mechanical Final	675
Other	695		

PLUMBING/FUEL GAS			
Inspection Type	Code	Inspection Type	Code
Ground	710	Top Out	745
Gas Service	720	Gas Inside	755
Gas Meter Rehang.	725	Top Out/Gas Inside	750
Water Service	730	Water Heater	780
Sewer Service.	740	Sprinkler	790
On-Site Consultation	799	Plumbing Final	775
		Other	795

Inspection Types and Codes (continued):

SWIMMING POOL			
Inspection Type	Code	Inspection Type	Code
Electrical Bonding	510	Pool Final	575

ENGINEERING—RESIDENTIAL ONLY			
Inspection Type	Code	Inspection Type	Code
Pad	200	Sidewalk	265
Approach/Sidewalk	260	Engineering Final	280
On-Site Consultation	268		

SIGNS			
Inspection Type	Code	Inspection Type	Code
Footing	410	Sign Final	475

Inspections in red are for Commercial or Multifamily projects only.

What if I have an emergency?

When the public's health, safety or welfare is at risk, the City will always attempt to do an emergency inspection. To request an emergency inspection call the Permit Counter at (405) 366-5339 and give the nature and location of the emergency.

Can I get a weekend inspection?

Generally yes, but you'll have to go to the Permit Counter to make arrangements and pay in advance. The cost is \$50.00. (Arrangements and payment must be received by 3:00 p.m. the day before the weekend or holiday.) *The inspection requested will only be accommodated if an inspector is available.*

In accordance with the City of Norman Adopted Building Code, work requiring a permit requires **an approved final inspection for completion.**